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Administrative Review Document List

The State Agency, Vermont Child Nutrition Programs, will need to review the following documents during your Child Nutrition Administrative Review. The first section lists items you will need to submit ahead of time. The second section lists items you will need to have available on-site on the day of your review. If you have any questions about what documents to submit for a particular item, or are concerned that you do not have adequate documents for a particular item, please do not hesitate to contact your lead reviewer for assistance.

Items to Send in Advance:

Please send the following items to your lead reviewer **at least 14 days prior to your on-site review**. Scanned or electronic copies are preferred. **If emailing documents with identifying student information, please contact your lead reviewer to request that they initiate a secure email chain with you to ensure the information is encrypted.** If impractical to send ahead of time, some advance items may be reviewed on-site instead; please discuss this with your lead reviewer.

General SFA Information

- ☐ Administrative Review Off-Site Assessment Tool Questionnaire
This questionnaire is included with the emailed review notice.
- ☐ Current Meal Charge Policy

Performance Standard 1 – [Application Certification and Benefit Issuance](#)

- ☐ Master List of all eligible students in the SFA by category
Master List templates are available in the [Vermont Appendix](#). The list must include all free & reduced-price eligible students in the SFA. Upon receipt of the Master List, the State Agency will select a sample of students for review. The State Agency will then request that the SFA submit income applications or other qualifying documentation for the selected students.
- ☐ Direct Certification Lists that were used to determine directly certified students
- ☐ Current Benefit Issuance List from the Point of Sale System or Point of Service roster for each site within the SFA
Some electronic systems refer to this as the Free and Reduced Eligibility Summary or Customers By Eligibility Group.
- ☐ 10 Denied Applications
Please remember to scan or copy both sides of the application.

Performance Standard 1 – Verification

- ☐ All verified application materials used to conduct verification including:
 - ☐ The completed verification worksheet
 - ☐ Original application for verified households with confirmation signature
 - ☐ The verification notification letters to selected households
 - ☐ Documentation of follow-up to unresponsive households
 - ☐ Notices of Verification results sent to households
 - ☐ Letters of adverse action sent to households, if applicable
 - ☐ Documentation from the Point of Service demonstrating change in student eligibility as result of verification, when applicable.

Performance Standard 1 – Meal Counting and Claiming

- Daily Meal Count Summary Report for all sites in the SFA
Certain electronic systems refer to this as the Monthly Claims Report or the Monthly Operations Summary.
- Edit check documentation conducted on meal counts for the month of review
Certain electronic systems refer to this as the Acclaim, Attendance Factor Check, Claim Edit Check, or they may have a column labeled eligible students for each category.

Performance Standard 2 – Meal Pattern & Nutritional Quality

- Meal Pattern Documentation Guide (use this document to organize the following materials):
 - Menus for the month of review for the selected school(s)
 - Production records for the first full week of the review month for each school reviewed, including breakfast and lunch. Records must be complete and include all items offered to students including condiments, milk choices, and meal alternates.
 - Recipes for foods served at breakfast and lunch for selected schools.
 - Food labels (CN labels, product formulations statements, labels with whole grain rich information)*The meal pattern documentation guide is included with the emailed review notice.*
- Completed Menu Certification Sheets for Breakfast and Lunch for each age group served in the selected school(s).
These are included with the emailed review notice.
- Planned menu for the week of the on-site review

General Review Area: Civil Rights

- Documentation that all staff working with the school meals programs have received annual civil rights training.
To help SFAs meet these requirements, the State Agency had provided a [recorded webinar](#) and a [template sign-in sheet](#). SFAs may also use the State Agency's [slides](#) and [training documents](#) to provide the training themselves

General Review Area: On-site Monitoring

- The completed [On-site Monitoring Forms](#) for all schools in the SFA
This is only required for SFAs with more than one site. On-site monitoring must occur for all NSLP programs and 50% of the SBPs, prior to February 1 of each school year.
- Documentation of any follow-up and corrective action taken for any deficiencies noted, if applicable
- The completed [FSMC On-Site Monitoring Forms](#) for any sites utilizing a management company

General Review Area: Local School Wellness Policy & Meal Environment

- Local Wellness Policy
For information and assistance with writing and maintaining the Local Wellness Policy, see the [Vermont School Wellness Policy Guidelines](#). USDA has also created a [short summary](#) of the Wellness Policy requirements.

General Review Area: Smart Snacks in School

- List of all foods and beverages available for sale to students in the SFA during the week of review that are not part of the reimbursable meal.
These foods may include a la carte items sold by the SFA, as well as items sold through fundraisers, vending machines, school stores, technical centers, parent teacher organizations, sports clubs, etc. Only include items available for sale to students during the school day.
- Documentation for all foods and beverages sold a la carte by the SFA showing that these items meet the [USDA's Smart Snack](#) requirements
The best documentation for this is the result printouts from the [Alliance for a Healthier Generation Smart Snack Calculator](#).
- Documentation for all foods and beverages sold to students during the school day by entities other than the SFA (fundraisers, vending machines, school stores, technical centers, parent teacher organizations, sports clubs, etc.), showing that these items meet the [USDA's Smart Snack](#) requirements
The best documentation for this is the result printouts from the [Alliance for a Healthier Generation Smart Snack Calculator](#).

General Review Area: [Professional Standards](#)

- A completed Professional Development Tracker showing professional development hours earned by each SFA employee and any management company employees working in the SFA
Sample Excel-based and printable trackers are included as separate attachments on the emailed review notice. USDA has also provided a [web-based tracker](#). Any of these trackers, or an alternative which includes the same information, is acceptable.
- A list of all school food service program employees that includes name, date hired, title/position, and approximate hours worked per week during the school year
If some of this information is included in the tracker, it is not necessary to send it separately.
- Back-up documentation for tracked training, such as training sign-in sheets, attendance rosters, agendas or certificates
- List of any planned or scheduled training for the remainder of the school year
- For any School Nutrition Program Director hired on or after July 1, 2015, documentation such as a resume, certificates, etc. showing the new hire met the [professional standards hiring requirements for a new director](#)

General Review Area: Fresh Fruit & Vegetable Program (if operated by SFA)

- FFVP menu documentation for review month for any selected school that offers FFVP.
If none of the selected schools offer FFVP, but it is offered elsewhere in the SFA, your lead reviewer will request this documentation for one or more of the schools where it is offered.
- FFVP Invoices for the month of review
- Payroll records for staff time paid for out of the FFVP grant

General Review Area: Afterschool Snack Program (if operated by SFA)

For any selected school that operates ASP:

- Documentation indicating the approved after school program offers educational or enrichment activities
- ASP menu for the month of review
- Production records for snacks served for the review month

- All documentation to support the most recent claim for reimbursement – attendance records, [snack count records](#), expenditure information and invoices, etc.
- For programs that are not area-eligible, roster of students receiving snack for the week of review
- Completed [ASP On-site Monitoring Forms](#) for the two required monitoring visits at the selected school

If none of the selected schools offer ASP, but it is offered elsewhere in the SFA, your lead reviewer will request this documentation for one or more of the schools where it is offered.

General Review Area: SBP and SFSP Outreach

- Documentation of the notification to families of the availability and location of free summer meals through the Summer Food Service Program.
- Either the prior year's notification or a planned notification for the upcoming summer will suffice.*

Items to Have Available On-site:

Please have these items available for the reviewers to see on-site during the review.

General Review Area: Resource Management

- Statement of Revenue and Expenses, Budget and Actual, Year End June 30, 2018 for each Site/School
- General ledgers for 17-18
- Documentation of revenues and expenses from the non-profit food service account
This may include balance sheets, invoices, and receipts.
- Completed [Non-Program Revenue Tool](#)
- Indirect Cost Rate Agreement, if applicable
- List of classification of Direct & Indirect Costs, if applicable
- Support documentation for indirect cost billing, if applicable

General Review Area: Civil Rights

- Information on the number and description of any complaints alleging discrimination in the USDA child nutrition programs operating in the SFA for the current and prior years
- The SFA's Civil Rights Complaint Procedure
- Medical statements signed from a state licensed health care professional for any students requiring meal accommodations outside the program meal pattern

General Review Area: Food Safety, Storage and Buy American

- Written Food Safety Plan based on HACCP for the selected school(s)
- Copies of two most recent food safety inspections for selected school(s)
These should be posted outside of the kitchen, where the public can see them.
- Exception documentation as required by USDA's Buy American requirement showing the justification for purchase of any non-domestic food items at the selected school(s)
For more information on the Buy American requirement, see [USDA Memo 38-2017](#). This [Sample Buy American Justification Form](#) may be used to meet this requirement

Other Federal Program Reviews: Special Milk Program (if operated by SFA)

- Claim for the review month
- All supporting documentation for the claim – counts, invoices, etc.
- Copy of roster used for point of service milk count